

JOB ANNOUNCEMENT

JOB TITLE: Staff Attorney – Legal Assistance for Victims - SALS Grant

WORK STATUS: Exempt, 1.0 FTE
Position Dependent upon Available Funding
Current Project Period: October 2016 – September 2019

JOB PURPOSE:

MCADSV Sexual Assault Legal Services (SALS) Program Staff positions are responsible for providing holistic, comprehensive, direct civil legal services to victims of sexual assault. This position is primarily responsible for direct, individual legal representation of survivors of sexual assault, typically referred by MCADSV member programs and victims accessing member program services. The MCADSV SALS Legal Project will also be comprised of the Public Policy/Legal Director and one full-time legal assistant/victim advocate. The Staff Attorney reports directly to the Public Policy/Legal Director.

KEY RESPONSIBILITIES:

I. Legal Project: (90%)

Primary staff person providing direct legal services to sexual assault victims (statewide). Represent all aspects of clients' legal matters, including client communication, client counseling, mediation, negotiation, drafting legal documents, hearings, etc. Provide training on SALS referral process for MCADSV member programs. Complete detailed LAV grant-tracking and progress reports and ensure timely completion and submission of reports. Maintain meticulous client records.

II. General/Other: (10%)

Support the mission and programs of MCADSV. Complete grant and organizational reporting requirements. Perform other job related duties as assigned.

REQUIRED QUALIFICATIONS:

- Law degree from accredited law school and license to practice law in the state of Montana.
- At minimum, 3 years of prior civil legal experience and in particular, experience providing legal representation of victims of domestic and sexual violence, stalking, and dating violence (preferred).
- A willingness to practice in a variety of legal matters.
- Knowledge of substantive legal areas that affect sexual assault survivors.
- Ability to work collaboratively with different program staff and partner organizations.
- Ability to build and maintain relationships with partner organizations, judges, court personnel, and the legal community at large.
- Excellent written and verbal communication skills.
- Exceptional legal research skills.
- Ability to work independently and meet deadlines.
- Ability to travel frequently and overnight.

- Proficient computer skills including word processing and most Microsoft Office programs.

SKILLS PREFERRED:

- Understanding of “holistic” legal services and client-centered legal work.
- Excellent interpersonal skills, including demonstrated ability to:
 - Work cooperatively and effectively with other staff, community-based service providers, and other professionals.
 - Work independently and as part of a team.
 - Treat all people with dignity and a respectful attitude.
 - Deal effectively with diversity among people and a willingness to adhere to MCADSV philosophy statement and strategic framework.
 - Accept, act upon, and offer constructive criticism.
 - Approach situations with a sense of humor.
- Strong knowledge of social justice movements and feminist philosophy, particularly the Violence Against Women movement.
- Familiarity with the needs of sexual assault victims in Montana – particularly rural, college-aged, Native American, and LGBT victims.
- Ability to interpret and respond to complex situations and provide clear, concise, and timely solutions.
- Ability to conceptualize, implement and evaluate new projects.
- Exceptional organizational skills and the ability to manage several projects at once.
- Willingness to be flexible in job duties and responsibilities as time goes on.

Perform other job related duties as assigned.

WORK SITE:	MCADSV Helena office; Extensive travel is required in and out of state.
ACCOUNTABILITY:	This position reports directly to the Public Policy/Legal Director.
COMPENSATION:	\$48,000 salary baseline; negotiable based on experience.
BENEFITS:	100% Employer paid health insurance (medical, dental, vision), annual leave, personal/sick leave, paid parental leave, medical flex account, Health Enhancement Benefit, travel reimbursement, and retirement (after 6 mo.).
PROBATION PERIOD:	6 months minimum.